



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste – Licensing and Engineering Branch

BWP HW 09 Facility Modification-Class 1

BWP HW 10 Facility Modification-Class 2

BWP HW 11 Facility Modification-Class 3

Instructions and Supporting Materials

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word and Adobe Acrobat PDF. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word format must be downloaded separately. Users with Microsoft Word 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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Permit Fact Sheet

How to Apply:

1. What is the purpose of these permits?

These permits authorize and set conditions for modifications to existing permits to treat, store or dispose of hazardous waste. There are three classes of permit modifications. Class I modifications are minor changes, Class II's are more involved, while Class III's are major operational changes.

More substantial modifications are subject to greater permit review to evaluate more fully the potential effects on public health and the environment.

Legislative authority for these permits is stated in MGL Chapter 21C, sections 4 and 6. Regulatory authority is found at 310 CMR 30.852 of the Hazardous Waste Management Regulations.

2. Who must apply?

Any treatment, storage or disposal facility (TSDF) which:

- has to change its operations as a result of new regulations, or;
- has minor changes in personnel or in hazardous waste plans, or;
- wishes to offer expanded services or close existing services;

needs to apply for a Class I, II or III permit, as applicable.

Table 310 CMR 30.852 of the Hazardous Waste Management Regulations lists the various types of proposed changes by class.

3. What other requirements should be considered when applying for these permits?

a. Prerequisites.

The applicant must already have a TSDF permit from DEP to apply for a permit modification. The permitting process has public notice requirements and the applicant must meet with DEP staff prior to submitting an application in order to coordinate public notice. The Class III modifications, in particular, may be subject to other statutes or regulations.

b. Concurrent Applications.

Some of the permit modifications will need to be jointly reviewed by DEP and the United States Environmental Protection Agency. Contact the Hazardous Waste Licensing Branch for more information.

c. Additional Information.

All additional information as defined in the Application Completeness checklist included in this application package must be submitted as required with the Transmittal Form in order for the application to be properly processed.



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Note: Permits of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). **DEP cannot begin technical review of the permit application until the MEPA process has been completed, unless otherwise agreed to in writing.** Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the application fee?

- BWP HW 09 (Class I)** There is no application fee for Class I modifications that do not require prior written approval. For those applications that do require prior written approval, there is an application fee of \$175. See Table 310 CMR 30.852, Classifications of License Modifications, to determine which Class I Modifications require prior DEP approval. This table is found in the Hazardous Waste Regulations.
- BWP HW 10 (Class II)** \$10,195.
- BWP HW 11 (Class III)** Class III modifications are individual rule projects. DEP and the applicant negotiate the application fee and permit review timelines in accordance with 310 CMR 4.05.

5. What is the Primary Permit Location?

What is the Reserve Copy Location?

Primary Permit Location:
(original and one copy)
Department of Environmental Protection
Division of Hazardous Waste
One Winter Street
Boston, MA 02108

Reserve Copy Location:
None

one copy to EPA Region I, if applicable

6. What are the timelines?

BWP HW 09 Class I	AC 30	T1 60	T2* 30	PC n/a
BWP HW 10 Class II	AC n/a	T1** 120	T2 n/a	PC n/a

BWP HW 11 Individual rule project subject to negotiation (see 310 CMR 4.05).
Class III

*A second technical review will be required only if necessary.

**Public notice required



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7. What is the annual compliance fee?

Current annual compliance fees can be found on the DEP Website at www.mass.gov/dep/files/permits/fees.htm. If you fail to pay the annual compliance fee, your permit could be suspended or revoked.

8. How long are these permits in effect?

These permit modifications are in effect for the remainder of the 5-year life of the TSDF permit.

9. How can I avoid the most common mistakes made in applying for these permits?

- a. The applicant should be sure to obtain an up-to-date edition of the Hazardous Waste Management Regulations (310 CMR 30.000). The provisions governing permit modifications (310 CMR 30.852) should be reviewed carefully.
- b. The applicant should request an informational meeting with DEP's Licensing and Engineering Branch in Boston **before the applicant begins to prepare the application. (Call 617-292-5853 to set up the meeting).** That meeting will help ensure that the proposed modification is properly classified and that the applicant receives clear guidance on the application process, including the public notice requirements.
- c. Submit fee and *one* page of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

10. What are the regulations that apply to these permits?

Where can I get copies?

These regulations include, but are not limited to:

- a. Hazardous Waste Management Regulations, 310 CMR 30.000.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



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Application Completeness Checklist

- The DEP Transmittal Form is completed.
- The applicant has contacted DEP and requested an informational meeting.
- The TSD Facility Modification Summary has been completed.
- All of the required attachments have been prepared and submitted with the TSD Facility Modification Summary.
- The Application Certification Statement (at the bottom of the Facility Modification Summary) has been signed by a person authorized to do so.
- If applicable, one copy of the application and attachments has been submitted to the United States Environmental Protection Agency.

To submit the application package:

- Checklist items have been completed.
- Send **two** copies of the application along with **one** page from the DEP Transmittal Form to:

Department of Environmental Protection
Hazardous Waste
1 Winter Street
Boston, MA 02108

- Send fee of:
\$175 for BWP HW 09 (Class I), if a prior written approval is required. Otherwise, there is no fee; \$10,195 for BWP HW 10 (Class II); the negotiated amount for BWP HW 11 (Class III); in the form of a check or money order made payable to *Commonwealth of Massachusetts*, along with **one** page from the DEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211



Addresses and Phone Numbers

DEP Boston
 One Winter Street
 Boston, MA 02108
 Telephone: (617) 292-5500
 Fax: (617) 556-1049
 TDD: (617) 574-6868

William X. Wall Experiment Station
 37 Shattuck Street
 Lawrence, MA 01843
 Fax: (978) 688-0352
Division of Environmental Analysis
 Telephone: (978) 682-5237
Air Quality Surveillance
 Telephone: (978) 975-1138

Office of Watershed
 Management
 627 Main Street
 Worcester, MA 01608
 Telephone: (508) 792-7470
 Fax: (508) 839-3469

Millbury Training Center
 Route 20 Millbury, MA 01527
 Telephone: (508) 368-5600
 Fax: (508) 755-9253
Residuals Sludge Management
 Telephone: (508) 368-5606
WWT Operator Certification
 Telephone: (508) 368-5698

DEP Western Region
 436 Dwight Street
 Suite 402
 Springfield, MA 01103
 Phone: (413) 784-1100
 Fax: (413) 784-1149



Adams	Colrain	Hampden	Monroe	Pittsfield	Tyringham
Agawam	Conway	Hancock	Montague	Plainfield	Wales
Alford	Cummington	Hatfield	Monterey	Richmond	Ware
Amherst	Dalton	Hawley	Montgomery	Rowe	Warwick
Ashfield	Deerfield	Heath	Monson	Russell	Washington
Becket	Easthampton	Hinsdale	Mount Washington	Sandisfield	Wendell
Belchertown	East Longmeadow	Holland	New Ashford	Savoy	Westfield
Bernardston	Egremont	Holyoke	New Marlborough	Sheffield	Westhampton
Blandford	Erving	Huntington	New Salem	Shelburne	West Springfield
Brimfield	Florida	Lanesborough	North Adams	Shutesbury	West Stockbridge
Buckland	Gill	Lee	Northampton	Southampton	Whately
Charlemont	Goshen	Lenox	Northfield	South Hadley	Wilbraham
Cheshire	Granby	Leverett	Orange	Southwick	Williamsburg
Chester	Granville	Leyden	Otis	Springfield	Williamstown
Chesterfield	Great Barrington	Longmeadow	Palmer	Stockbridge	Windsor
Chicopee	Greenfield	Ludlow	Pelham	Sunderland	Worthington
Clarksburg	Hadley	Middlefield	Peru	Tolland	

DEP Central Region
 627 Main Street
 Worcester, MA 01608
 Phone: (508) 792-7650
 Fax: (508) 792-7621
 TDD: (508) 767-2788



Acton	Charlton	Hopkinton	Millbury	Rutland	Uxbridge
Ashburnham	Clinton	Hubbardston	Millville	Shirley	Warren
Ashby	Douglas	Hudson	New Braintree	Shrewsbury	Webster
Athol	Dudley	Holliston	Northborough	Northbridge	Westborough
Auburn	Dunstable	Lancaster	Northbridge	Southbridge	West Boylston
Ayer	East Brookfield	Leicester	North Brookfield	Spencer	West Brookfield
Barre	Fitchburg	Leominster	Oakham	Sterling	Westford
Bellingham	Gardner	Littleton	Oxford	Stow	Westminster
Berlin	Grafton	Lunenburg	Paxton	Sturbridge	Winchendon
Blackstone	Groton	Marlborough	Pepperell	Sutton	Worcester
Bolton	Harvard	Maynard	Petersham	Templeton	
Boxborough	Hardwick	Medway	Phillipston	Townsend	
Boylston	Holden	Mendon	Princeton	Tyngsborough	
Brookfield	Hopedale	Millford	Royalston	Upton	

DEP Southeast Region
 20 Riverside Drive
 Lakeville, MA 02347
 Phone: (508) 946-2700
 Fax: (508) 947-6557
 TDD: (508) 946-2795



Abington	Dartmouth	Freetown	Mattapoisett	Provincetown	Tisbury
Acushnet	Dennis	Gay Head	Middleborough	Raynham	Truro
Attleboro	Dighton	Gosnold	Nantucket	Rehoboth	Wareham
Avon	Duxbury	Halifax	New Bedford	Rochester	Wellfleet
Barnstable	Eastham	Hanover	North Attleborough	Rockland	West Bridgewater
Berkley	East Bridgewater	Hanson	Norton	Sandwich	Westport
Bourne	Easton	Harwich	Norwell	Scituate	West Tisbury
Brewster	Edgartown	Kingston	Oak Bluffs	Seekonk	Whitman
Bridgewater	Fairhaven	Lakeville	Orleans	Sharon	Wrentham
Brockton	Fall River	Mansfield	Pembroke	Somerset	Yarmouth
Carver	Falmouth	Marion	Plainville	Stoughton	
Chatham	Foxborough	Marshfield	Plymouth	Swansea	
Chilmark	Franklin	Mashpee	Plympton	Taunton	

DEP Northeast Region
 1 Winter Street
 Boston, MA 02108
 Phone: (978) 661-7600
 Fax: (978) 661-7615
 TDD: (978) 661-7679



Amesbury	Chelmsford	Hingham	Merrimac	Quincy	Wakefield
Andover	Chelsea	Holbrook	Methuen	Randolph	Walpole
Arlington	Cohasset	Hull	Middleton	Reading	Waltham
Ashland	Concord	Ipswich	Millis	Revere	Watertown
Bedford	Danvers	Lawrence	Milton	Rockport	Wayland
Belmont	Dedham	Lexington	Nahant	Rowley	Wellesley
Beverly	Dover	Lincoln	Natick	Salem	Wenham
Billerica	Dracut	Lowell	Needham	Salisbury	West Newbury
Boston	Essex	Lynn	Newbury	Saugus	Weston
Boxford	Everett	Lynnfield	Newburyport	Sherborn	Westwood
Braintree	Framingham	Malden	Newton	Somerville	Weymouth
Brookline	Georgetown	Manchester-By-The-Sea	Norfolk	Stoneham	Wilmington
Burlington	Gloucester	Marblehead	North Andover	Sudbury	Winchester
Cambridge	Groveland	Medfield	North Reading	Swampscott	Winthrop
Canton	Hamilton	Medford	Norwood	Tewksbury	Woburn
Carlisle	Haverhill	Melrose	Peabody	Topsfield	



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Transmittal Number #

Facility ID (if known)

TSD Facility Modification Summary

A. Facility Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.

Name of Facility

EPA Identification Number

B. Summary of Proposed License Modification

1. Specify the modification class being applied for:

Class 1

Class 2

Class 3

2. State the section, subsection, and description of the modification as set forth in Table 310 CMR 30.382. If the modification is not listed in the table, briefly describe the proposed modification.

C. Modification Plans

All plans for modification must include the following:

A description of the change to be made to license conditions or supporting documents referenced by the license.

An explanation of why the modification is necessary.

All information required by 310 CMR 30.801 through 30.804.

D. Certification

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Print Name

Authorized Signature

Position/Title

Date